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Job Advertisement

BRAC International (BI) is Hiring! Join BRAC International to create opportunities for people to realise their potential.

Position: Head of HR, Africa Region
Job Location: Nairobi, Kenya
Application deadline: October 31, 2026

About the Role:

BRAC International is seeking a Head of HR, Africa Region- to provide greater support to Country Offices' HR Functions across several HR-critical areas. The region currently covers Ghana, Liberia, Kenya, Rwanda, Sierra Leone, Tanzania, and Uganda and a workforce of over 4,000 staff.

This position will report to the Regional Director, Africa. Collaborating closely with the Dhaka Central Office HR and the Regional Director, Africa- this role encompasses both country-specific and Nairobi Central Office responsibilities.

Key to the role will be providing support to both the Country Offices and the Nairobi Central Office, ensuring HR policies are contextualised and adhered to, and that any breaches are thoroughly investigated, with appropriate action taken and lessons learned.

Key Responsibilities:

- Lead the development and delivery of the BI HR Strategy in the Africa region.
- Lead Country Offices in the contextualisation of HR policy in line with national law, roll-out, and adherence, with sign-off from BI Central Office.
- Work with Country Office Senior Leadership to contextualise office structure and organograms, ensuring fit-for-purpose staffing across all units to achieve results.
- Guide recruitment processes in-country for staff below Head of/Deputy, ensuring HR recruitment policy is followed, and the right staff are in place to deliver across signed-off structures.
- Play a liaison role with the Dhaka Central Office in the recruitment of Country Directors and Deputy Country Directors/ Heads of Programme, as well as supporting the induction and onboarding of those staff.
- Play a lead role in the grievance and disciplinary processes for staff below Head/ Deputy, ensuring processes are followed as per policy.
- Drive the rollout of a new salary scale for Country Offices and any subsequent reviews.

- Ensure Performance Management processes are being implemented in Country Offices, including for CD and DCD/ Head of Programme.
- Assist in the development of security guidance and policy, including management of live safety and security issues.
- Work with the Dhaka Central Office HR Team to roll out the talent management process and succession planning for country management teams in the Africa region.
- Work with Country Teams to drive a OneBRAC culture across all teams
- Support the transition to a digital HR system, working in collaboration with the Central Offices staff.
- Training and support to Country Offices in all HR-related issues.
- Lead HR set-up for expansion into new countries, including workforce planning, recruitment of initial staff, employment contracts, payroll and benefits, in line with national law.
- Ensure HR practices meet donor requirements for grant-funded staffing, including staff costing in proposals, time allocation, fixed-term contracts aligned to grant cycles, and fair, well-planned transitions when grants end.

Regional Office Responsibilities

- Ensure the running of HR processes in the Nairobi Central Office in line with the policy.
- Ensure the Nairobi Central Office is fully staffed in line with the signed-off structure.
- Key point of contact for the Central Offices on all Nairobi Central Office HR matters, including running performance management processes, setting objectives, and reviewing staff in the Nairobi Central Office Team.
- Work with the Regional Director as well as HR staff across other units based in the Nairobi Central Office to ensure a one BRAC culture and team.

Safeguarding Responsibilities

- Establish a safeguarding culture by implementing safeguarding policies, hiring staff following safe recruitment and vetting, making any decisions guided by the do-no-harm principle, mitigating safeguarding risks, and maintaining a safe working environment where staff feel encouraged to voice concerns without fear of retaliation.
- Ensure 100% of team members, partners and service providers have access to and receive mandatory training on the safeguarding policies and reporting channels.
- Introduce a mandatory safeguarding agenda in monthly meetings to support continuous dialogue & reminders as part of building a safeguarding culture.

Academic Qualifications:

- Minimum of a Bachelor’s degree in any relevant discipline and a recognised professional HR qualification (e.g., CIPD or a national equivalent) is an advantage.

Experience Requirements:

- A minimum of 10 years of experience in the HR function, including at least 5 years in the multinational/international development sector.
- Experience in the areas of leadership and people management, and in strategy development and delivery.
- Experience/ working knowledge of multiple human resource disciplines, including talent management, performance management, talent acquisition, compensation practices, organisational diagnosis, employee relations, diversity, and employment laws, is highly preferred.
- Experience driving expansion and country footprint in complex markets.

Required Skills, Competencies & Knowledge:

- Strong analytical skills and a data-driven approach to continual improvement.
- Excellent judgment, sensitivity, and integrity.
- Frequent travel across the region and working with geographically dispersed teams.
- Demonstrated expertise in interpreting, navigating, and strategically applying complex employment laws, regulatory frameworks, and organisation policies.
- Competent in managing multicultural staff, working effectively with senior management teams.
- Strong interpersonal skills/ communication skills in English and collaborative mindset.
- Effective stakeholder management and negotiation skills.
- Proficiency in MS Office applications.
- Possess high ethical and moral standards.
- Hold a professional HR certification (e.g., CIPD or a national equivalent).

Type of Employment: Contractual

About BRAC International:

BRAC International (BI), a leading non-profit organisation, is on a mission to empower people and communities facing poverty, illiteracy, disease, and social injustice. Our vision is to create a world free from exploitation and discrimination, where everyone has the opportunity to realise their potential. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs), reaching over 100 million people. We started our first international operation by venturing into Afghanistan in 2002, building on lessons from our work in Bangladesh to support a nation devastated by war. Currently operating in 14 countries across Asia and Africa. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit www.bracinternational.org

Our Core Values:

Integrity: We approach our work with honesty and integrity.
Innovation: We innovate and iterate to improve our impact.
Inclusiveness: We foster inclusion to reach those who need it most
Effectiveness: We strive for effectiveness to better serve people in poverty

If you feel you are the right match for the above-mentioned position, please follow the application process to grab your dream opportunity!

External candidates send your **updated Resume and Cover Letter mentioning the position name in the subject line** to recruitment.bi@brac.net

Internal candidates are recommended to apply with their **latest Resume with BRAC PIN** and **email** to internal.bi@brac.net **copying their immediate reporting manager**.

***This is a national position and only Kenyan nationals are encouraged to apply.**

BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.

"BRAC International is an equal opportunities employer"